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SAN FRANCISCO
LOCAL BOARD ON HOMELESSNESS

BYLAWS

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SAN FRANCISCO LOCAL BOARD ON HOMELESSNESS

BYLAWS

ARTICLE I - NAME

Section 1. The name of this Council shall be the San Francisco Local Board on Homelessness.

ARTICLE II - MEMBERSHIP

Section 1. The membership shall be comprised of persons recommended by the Committee on Membership and appointed by the Mayor and the Board of Supervisors. The Committee on Membership shall be governed by the Local Board, attachment "A". Current members shall be listed in the written minutes of each meeting. Ongoing attendance sheet will be approved as part of the minutes.

Section 2. The Committee on Membership may recommend additional appointments to the Mayor and the Board of Supervisors for designated seats and new seats for the purpose of expanding the membership or to fill vacancies which may occur. Membership shall include representative of:

1. Four from the formerly homeless population; two to be appointed by the Board and one to be appointed by the Mayor;
2. Four from the area of advocacy, two to be appointed by the Board and two to be appointed by the Mayor (including one appointment to include a homeless veteran);
3. Five service providers, three to be appointed by the Board and two to be appointed by the Mayor'
4. Two from the business community; one to be appointed by the Board and one to be appointed by the Mayor;
5. Three from education and training; one to be appointed by the Board and two to be appointed by the Mayor;
6. One appointment from a foundation to be appointed by the Board;
7. One appointment to include the Mayor's Homeless Coordinator;
8. Five appointments from the following City departments: Department of Public Health (DPH), Department of Human Services (DHS), Mayor's Office of Homelessness (MOH), Mayor's Office of Community Development (MOCD) and the Mayor's Office of Children, Youth and Family Services (MOCYF);
9. Two at-large appointments; one to be appointed by the Board and one to be appointed by the Mayor;
10. One appointment from non-profit housing to be appointed by the Mayor;
11. One appointment from labor to be appointed by the Board;
12. One appointment from the criminal justice system to be appointed by the Mayor.

Co-Chairs: At least one formerly homeless as chair if possible.

Five percent of the total board shall be homeless or formerly homeless at the time of their appointment if willing to self disclose.

The Membership Committee shall make periodic, not less than quarterly, reports on the representation of categories listed above and on any current vacancies, and will review attendance for the previous quarter (Attendance defined as full board and at least one Section 3 subcommittee meetings) making recommendations to the Council for the dismissal of any member who is not in compliance with the attendance requirement. Any members found to be out of compliance with the attendance requirement will receive a letter informing them of the Committee's recommendation, and will be given the opportunity to address the Council prior to the deliberation and decision concerning the recommendation of the Membership Committee.

No person may substitute for a member at meetings. An individual who has been granted a Leave of Absence may appoint a non-voting proxy (See Article 4).

Section 4. The term of office on the Local Board (LB) shall be a minimum of two years with the option of reappointment by the Mayor or Board of Supervisors.

Section 5. The LB shall elect, using a voting mechanism determined by the at the first meeting in March, two co-chairpersons who shall preside at all meetings of the Council. The co-chairs shall serve for a one-year term and at least one of the elected co-chairs shall be formerly homeless or homeless person (if willing to self disclose). At least one shall be a person of color, and at least one shall be a woman. The LB may designate alternate acting co-chairpersons to preside over meetings during the absence of the appointed co-chairpersons to preside over meetings during the absence of the appointed co-chairs.

Section 6. There are permanent and ad hoc committees. The number may vary depending of the issue. Al LB members shall participate in one committee as well as full LB meetings. Attendance of at least seventy-five percent is expected. A cumulative attendance sheet shall be part of the minutes.

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ARTICLE III - MEETINGS

Section 1. Quorum. A fifty-one percent quorum of the Board must be present at any regular or specially scheduled meeting in order for the Board to engage in formal decision-making. A quorum is defined as more than one-half of the membership, excluding those members on an authorized leave of absence. (Absentee votes shall not be permitted.)

Section 2. Proceedings. Board meetings shall be open to the public. All (full board and subcommittee's) meetings will be tape recorded, with recordings available to Board members and the public for their review. Meeting recordings will be held for a minimum of three months. Written minutes will be made available prior to the following meeting and will be a public document.

Section 3. Voting. While the Board will strive for consensus, every official act taken by the Board shall be adopted by a majority vote. A majority vote shall mean fifty-one percent of all members of theBoard voting. (If absent, a Board member may specify in writing, including FAX, his or her opinion on an identified agenda item. This information will be shared with the Board by Board staff, but will not be considered a vote. Board members holding proxies acting on behalf of PLWH may cast votes for the member they are representing. The co-chair representing the AIDS Office and Board staff do not vote.)

Section 4. Parliamentary Procedure. The rules of parliamentary practice, as set forth in Robert's Rules of Order, shall govern all meetings of the Local Board and its subcommittees except as otherwise provided herein.

Section 5. Order of Business. The order of business of any Regular Meeting shall be as follows:

1. Roll Call
2. Approval of Agenda
3. Approval of Minutes
4. Public Comment - (additional public comment may be taken before every vote taken by the Board - The public may comment before every agenda item is voted on)
5. Staff Reports/Steering Committee Report
6. Report of Committees and Task Forces
7. Consideration of Main Agenda
8. New Business
9. Public Comment - before adjournment, there should be an open request for public comment.
10. Adjournment

Section 6. Notice. Written notice of the time and place of every Regular, Special and Subcommittee Meeting of the Local Board shall be given to members of theBoard and to the public at least seventy-two (72) business hours before the time of such meeting.

Section 7. Regular Meetings. Regular Meetings of the Local Board shall be held the second and fourth Monday of each month from 3 to 5 p.m. Extension of meeting times or additional meetings will be scheduled as needed. Any change in meeting schedule shall be announced at least seventy-two (72) business hours in advance.

Section 8. Special Meetings. Special Meetings may be called and scheduled by the Co-Chairpersons or by six or more members. The agenda, place and time of such Meetings shall be set forth in the Meeting notice, at least twenty-four (24) hours before the time of such meeting.

Section 9. Committee Meetings. Committee meetings of the Local Board shall be set forth in the Meeting notice. The Committees shall be designated by vote of the Local Board. Responsibilities of subcommitees need to provide basic information i.e. such as membership statement.

ARTICLE IV - LEAVE OF ABSENCE

Section 1. A leave of absence is requested by written request to the Membership Committee. A leave of absence may not exceed three (3) months. Persons not returning by the end of the three month period will be considered to have resigned. Leaves of absence are submitted by written notice to the co-chairs and granted by the same. The number of members required to establish a quorum shall be adjusted to exclude members on authorized leaves of absence. Individuals are encouraged to consider the adequate representation of their constituency when deciding between a leave of absence or resignation. No more than ten percent of the Local Board granted a leave of absence at the same time.

Section 2. Members who are granted a Leave of Absence may formally designate a proxy who can fully participate but not vote. Written choice of proxy shall be submitted to the Co-chairs.

ARTICLE V - TERMINATION

Section 1. Members may be terminated from the Local Board for three (3) consecutive absences and missing more than six Local Board meetings. Attendance of members shall be reviewed quarterly by the Membership Committee. Any member in violation of the attendance policy shall receive a letter from the Membership Committee informing them of the Committee's recommendation for their dismissal at the next Local Board meeting, and inviting them to attend. The final decision shall be made by the full Board after the member being recommended has had an opportunity to address the Board.

ARTICLE VI - GRIEVANCES AND APPEALS

NEED TO DO -- STEERING COMMITTEE

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ARTICLE VII - PERSONAL LIABILITY

The members of the Local Board shall not be personally liable for any debt, liability or obligation of the Local Board. All persons, corporations or other entities extending credit to, contracting with or having any claim against the Local Board may look only to the funds and property of the Local Board for payments of any such contract or claim, or for payment of any debt, damages, judgment or decree, or of any money that may otherwise become due or payable to them from the Local Board.

ARTICLE VIII - CONFLICT OF INTEREST

NEED TO DO --

ARTICLE IX - AMENDMENTS

Section 1. These Bylaws may be amended by the Board at any Regular Meeting by a majority (two-thirds) vote, following thirty (30) days notice of any proposed changes.

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SAN FRANCISCO LOCAL BOARD ON HOMELESSNESS

BYLAWS

ARTICLE I - NAME

Section 1. The name of this Board shall be the San Francisco Local Board on Homelessness.

ARTICLE II - MEMBERSHIP

Section 1. The membership shall be comprised of persons recommended by the Committee on Membership and appointed by the Mayor and the Board of Supervisors. The Committee on Membership shall be governed by the Local Board, attachment "A". Current members shall be listed in the written minutes of each meeting. Ongoing attendance sheet will be approved as part of the minutes.

Section 2. The Committee on Membership may recommend additional appointments to the Mayor and the Board of Supervisors for designated seats and new seats for the purpose of expanding the membership or to fill vacancies which may occur. Membership shall include representative of:

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10. One appointment from non-profit housing to be appointed by the Mayor;
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12. One appointment from the criminal justice system to be appointed by the Mayor.

Section 3. Co-Chairs: At least one formerly homeless as chair if possible.

Five members of the total board shall be homeless or formerly homeless at the time of their appointment if willing to self disclose.

The Membership Committee shall make periodic, not less than quarterly, reports on the representation of categories listed above and on any current vacancies, and will review attendance for the previous quarter (Attendance defined as full board and at least one Article III subcommittee meeting) making recommendations to the Local Board for the dismissal of any member who is not in compliance with the attendance requirement. Any members found to be out of compliance with the attendance requirement will receive a letter informing them of the Committee's recommendation, and will be given the opportunity to address the Board prior to the deliberation and decision concerning the recommendation of the Membership Committee.

No person may substitute for a member at meetings. An individual who has been granted a Leave of Absence may appoint a voting representative on written approval of the Co-Chairs (See Article IV).

Section 4. The term of office on the Local Board (LB) shall be a minimum of two years with the option of reappointment by the Mayor or Board of Supervisors.

Section 5. The LB shall elect, using a voting mechanism determined by the Steering Committee at the first meeting in March, two co-chairpersons who shall preside at all meetings of the Local Board. The co-chairs shall serve for a one-year term and if at all possible, at least one of the elected co-chairs shall be formerly homeless or homeless person (if willing to self disclose). At least one shall be a person of color, and at least one shall be a woman. The LB may designate alternate acting co-chairpersons to preside over meetings during the absence of the appointed co-chairpersons to preside over meetings during the absence of the appointed co-chairs.

Section 6. There are permanent and ad hoc committees. The number may vary depending of the issue. All LB members shall participate in one committee as well as full LB meetings. Attendance of at full regular meetings is expected. A cumulative attendance sheet shall be part of the minutes.

ARTICLE III - MEETINGS

Section 1. Quorum. A fifty-one percent quorum of the Board must be present at any regular or specially scheduled meeting in order for the Board to engage in formal decision-making. A quorum is defined as more than one-half of the membership, excluding those members on an authorized leave of absence. (Absentee votes shall not be permitted.)

Section 2. Proceedings. Board meetings shall be open to the public. All (full board and subcommittee) meetings will be tape recorded and minutes will be kept , with those recordings and minutes available to Board members and the public for their review. Meeting recordings will be held for a minimum of three months. Written minutes will be made available three business days prior to the following meeting and will be a public document.

Section 3. Voting. While the Board will strive for consensus, every official act taken by the Board shall be adopted by a majority vote. A majority vote shall mean fifty-one percent of all Board members in attendance voting. (If absent, a Board member may specify in writing, including FAX, his or her opinion on an identified agenda item. This information will be shared with the Board by Board staff, but will not be considered a vote.

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5. Staff Reports/Steering Committee Report
6. Report of Committees and Task Forces
7. Consideration of LB Business/Action Items
8. New Business
9. Public Comment - before adjournment, there should be an open request for public comment.
10. Adjournment

Section 6. Notice. Written notice of the time and place of every Regular and Subcommittee Meeting of the Local Board shall be given to members of the Board and to the public at least three business days before the time of such meeting.

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ARTICLE VI - GRIEVANCES AND APPEALS

ARTICLE VII - STEERING COMMITTEE

Section 1. The membership of the San Francisco Local Board on Homelessness Steering Committee shall be comprised of the two Co-Chairs and the chairs of the standing committees.

Section 2. The Steering Committee is empowered to act for the Local Homeless Coordinating Board on issues that arise in the time between full Board meetings.

ARTICLE VIII - PERSONAL LIABILITY

The members of the Local Board shall not be personally liable for any debt, liability or obligation of the Local Board. All persons, corporations or other entities extending credit to, contracting with or having any claim against the Local Board may look only to the funds and property of the Local Board for payments of any such contract or claim, or for payment of any debt, damages, judgment or decree, or of any money that may otherwise become due or payable to them from the Local Board.

ARTICLE XI - CONFLICT OF INTEREST

NEED TO DO --

ARTICLE X - AMENDMENTS

Section 1. These Bylaws may be amended by the Board at any Regular Meeting by a majority (two-thirds) vote, following thirty (30) days notice of any proposed changes.

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Revised 8/10/98